

Little Traverse Bay Bands of Odawa Indians

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Job Posting

Job Title: INTERNAL AUDITOR
Department: Regulatory
Reports To: Internal Audit Manager
Status: Non-Exempt
Salary Range: \$36,121-\$48,870
Level: 5
Open: November 16, 2012
Close: December 7, 2012

SUMMARY:

The person in this position shall report directly to the Internal Audit Manager. He/She shall assist in monitoring LTBB Gaming and Hotel operations for compliance with the National Indian Gaming Commission requirements, Little Traverse Bay Bands of Odawa Indians Tribal Minimum Internal Control Standards, Little Traverse Bay Band of Odawa Indians/State of Michigan Compact, policy and procedures, and all other applicable standards with respect to the operations. Also, conduct audits of the Gaming Operations and assess effectiveness of controls, accuracy of financial records, and efficiency of operations.

DUTIES AND RESPONSIBILITIES:

- To ensure that all LTBB Gaming Operations are in compliance with:
 - LTBB Tribal Minimum Internal Control Standards
 - Policies and Procedures
 - National Indian Gaming Commission Standards
 - Little Traverse Bay Bands of Odawa Indians/State of Michigan Gaming Compact
- Perform audits on all gaming areas of the gaming operation, submit findings, and make recommendations.
- Perform follow up observations and examinations to verify compliance.
- Monitor casino management, operations and all service provider, contractors, and subcontractors of the gaming enterprise for compliance with rules and regulations.
- Examine department activities for compliance with Approved Internal Controls and Departmental Policy and Procedures.
- Analyze data obtained for evidence of deficiencies in controls, duplication of effort, extravagance, fraud, or lack of compliance with laws, government regulations, and management policies or procedures.
- Assess the proper accountability of assets by conducting inventories as needed.
- Must have a thorough understanding of LTBB, and NIGC Minimum Internal Control Standards, LTBB/State of Michigan Compact requirements, gaming operations and gaming accounting principles.
- Observe, analyze and make recommendations on policies, procedures and other materials for the purposes of compliance and protection of assets.

- Provide oversight to insure safeguarding of assets and security of patrons and employees by monitoring the gaming enterprise in cooperation with Surveillance, Security and Tribal Police.
- Perform other duties as assigned.

EDUCATION AND/OR EXPERIENCE:

Must possess a Bachelor's Degree in Accounting **or** have at least six years combination of education and experience in accounting with knowledge and skills in auditing (can include managerial, internal or external auditing), record inspection, process development, or equivalent experience.

Must have three years experience in the gaming industry, preferably Indian Gaming.

QUALIFICATIONS:

Must possess excellent communication skills, both verbal and written. Must have the highest level of integrity, and exercise good judgment. Past employment or skills and knowledge of gaming operations and accounting principles are required. Must possess a valid driver's license.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

In the performance of your job duties you may be subject to a smoke filled environment and loud and continual noise levels. If you are smoke intolerant and are physically affected by noise levels you may not be able to perform the duties assigned to you. This position requires the individual to wear appropriate casual business attire. May be required to work outside normal office hours to perform audits and other observations.

LANGUAGE AND WRITING SKILLS:

Must possess the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations.

Also have the ability to write audit reports, other audit documentation, and business correspondence.

COMMENTS:

Selected candidate must be able to pass an extensive background investigation including drug screen and finger printing. Candidate must be available to work various shifts and weekends. Candidate must be able to travel for training, in and out of state.

Native American preference will apply in accordance with LTBB Waganakising Statute 2002-04